Documents Required for Periodical Registration

When applying as a company:

1. Application form.

2. Original copy of business registration certificate. (For shareholders who are a legal person, relevant certificates of business registration are required).

3. Photocopy of ID document of every shareholder and member of the administrative board. (Both front and back sides of an ID document should be clearly printed on the same A4 page). The original ID documents are required for verification.

4. Letter of appointment as publisher issued by the proprietary entity.

5. Declaration of acceptance of the position as the Publisher.

6. Photocopy of the permanent Macao ID of the Publisher (the original is required for verification).

7. Proof of authorising the premises as the office of the entity.

8. A sample of the publication.

When applying as an association:

1. Application form.

2. Details of the charter of the association.

3. Original copy of the certificate of the structure of the association.

4. Photocopy of the ID documents of the main persons-in-charge of the association (chairman/ vice chairman/ director/ supervisor).

5. A photocopy of the minutes of the meeting held to appoint the Publisher (The original document must be presented for verification, or a certified copy must be submitted).

6. Declaration of the Publisher.

7. Photocopy of the permanent Macao ID of the Publisher.

8. Proof of authorising the premises as the office of the entity.

9. A sample of the publication.